

**NOTICE INVITING TENDER**

**TENDER NO: PCRA/NR/2008-09/T-01 dtd 22.09.08**

**Last date of Submission: 23.10.2008 (3:00 pm)**

**Date of Opening: 23:10:08: 3:30 pm(Technical Bid)**

Petroleum Conservation Research Association invites sealed tenders in prescribed tender form under **TWO BID (PART-I: TECHNICAL BID & PART-II: PRICE BID) SYSTEM** from bonafide experienced suppliers with sound financial standing and reputation and fulfilling the qualifying requirements stated hereunder for the following works as per details given below: -

NAME OF WORK	EARNEST MONEY DEPOSIT	Pre Qualifications			
		Minimum Annual Turnover in any of the last three preceding financial years	Value of Work Order/s for similar works executed in any of the last five(5) preceding financial years	3(Three) similar completed works each costing not less than	Or, 2(Two) similar completed works each costing not less than
	(Rs.)	(Rs. In Lac)	(Rs. In Lac)	(Rs. In Lac)	(Rs. In Lac)
<b>Category -1 : Supply of T-Shirts, Aprons &amp; Caps,</b>	24000	5.7	2.8	3.7	4.7
<b>Category -2 : Supply Note Pads &amp; Crayon Sets,</b>	6400	1.5	0.76	1.0	1.2
<b>Category -3 : Supply of Key Chains &amp; Trophies</b>	18500	4.5	2.2	2.9	3.7

**THE TENDER COMPRISES OF TWO-BID SYSTEM:**

**PART-A: TECHNICAL BID (as per Annexure `I`)**

**PART-B: COMMERCIAL BID consisting of items description as per Annexure `II`, `III`, `IV` AND Terms and Conditions as per Annexure `V` & `VI`.**

The Technical Bid and Commercial Bid should be submitted on or before 23.10.08 latest by 3:00 P.M. in **two separate sealed envelopes**, duly marked on the cover "TECHNICAL BID" OR "PRICE BID" alongwith the TITLE "PROCUREMENT OF PROMOTIONAL ITEMS" & further

enclosed in one envelope by affixing your rubber stamp and address to the office of Chief Regional Co-ordinator, Petroleum Conservation Research Association, Northern Region, Sanrakshan Bhawan, 10, Bhikaji Cama Place, New Delhi – 110066. The tender will be opened on 23.10.08 at 3.30 PM. **The Earnest Money Deposit shall be enclosed in the Technical Bid.**

Tender Documents (non- transferable) can be obtained from the office of **Chief Regional Co-ordinator, Petroleum Conservation Research Association, Northern Region, Sanrakshan Bhawan, 10, Bhikaji Cama Place, New Delhi – 110066 for Rs 500/- only either by Cash or DD payable in New Delhi.** The Tenderer (s) who download the tender documents from PCRA's website://http//www.pcra.org, have to submit a separate Demand Draft of Rs. 500.00 (Five Hundred) non refundable amount along with the offer in favour of "PETROLEUM CONSERVATION RESEARCH ASSOCIATION" payable at New Delhi as the cost of tender document, failing which the tender will not be considered.

Documents shall be issued, received and opened on the date and time as mentioned above. If the tender cannot be opened on the date as given above due to unavoidable circumstances, the tender will be opened on the next working day unless separate notification is issued in this regard. **Sample items like Keychain, Note pad, Trophies are in display at our office. Colour & Art work for T-Shirts, Caps & Aprons are available in our office.**

PCRA takes no responsibility for delay, loss or non-receipt of bids sent by post. Telex/Telegraphic/Fax offers shall not be accepted. Conditional offers are liable for rejection. Tender Issuing Authority reserves the right to refuse issue of tender document to any party without assigning any reason thereof.

**CHIEF REGIONAL CO-ORDINATOR  
PETROLEUM CONSERVATION RESEARCH ASSOCIATION (NR)**

**Annexure `I`**

**TECHNICAL BID  
DETAILS REQUIRED IN RESPECT OF PARTY  
(To be typed on Party's Letterhead)**

1.	Name of the Party	
2.	Address	
3.	Telephone / Fax No (s)/E-mail	
4.	NGO/State Govt. Deptt./ Pvt. Party/ others (please specify)	
5.	Year of Establishment	
6.	Proprietor/ Partnership firm/Limited/ Pvt Limited	
7.	Name of Proprietor / Partner/ Directors	
8.	Registration No. ( <b>enclose copy of Registration Certificate</b> )	
9.	Details of similar/other works carried out in last five Years ( <b>please enclose the copies of relevant work orders and completion certificate</b> )	
10.	Balance sheet and profit & loss A/cs for last 3 years <b>(Please enclose copy)</b>	
11.	Permanent Account Number (PAN) <b>(Please enclose copy)</b>	
12.	VAT ( <b>Registration No., if applicable</b> ):	
13.	Income tax Return for last 3 years ( <b>Please enclose copy</b> ) 2007-08, 2006-07 & 2005-06	
14.	Value upto which party can take up jobs	
15.	Any other details	
16.	Whether manufacturer or supplier	
17.	Turn over of last three financial year: 2007-08, 2006-07 & 2005-06	
18.	Single Order value of job executed for items at Annexure `II`:	}
19.	Single Order value of job executed for items at Annexure `III`:	
20.	Single Order value of job executed for items at Annexure `IV` :	

**Name & Signature of .....**  
**Proprietor / Partner with Firm's Seal**

**Date :**

**Category -1 : Supply of T-Shirts, Aprons & Caps****Specification:**

<b>S. NO.</b>	<b>ITEM</b>	<b>DESCRIPTION</b>
1	CAP	White Cotton Cap Full Cloth with adjuster Upto three colour printing Printing: Pigment Printing Matter: PCRA logo & 'SAVE OIL& GAS'
2	T-SHIRT	T-Shirts with collar Yarn Count: 30s combed Weight: 195 – 210 GSM With Pocket Shrinkage Control Upto four colour printing Size : Three (Medium, Large, Extra Large) Printing : Pigment Colour : Yellow  Printing Matter: PCRA logo (height: 1 inch in left side) & 'SAVE OIL & GAS' below the PCRA Logo (height: 3/4 <sup>th</sup> inch)  The proportion of sizes will be: Small Size: 40% Medium Size: 50% Extra large: 10%
3	APRON	As per sample, PCRA and SAVE OIL & GAS in English to be written on the pocket

**Category -1: Supply of T-Shirts, Aprons & Caps**

PRICE BID – Annexure II(a)

**SCHEDULE OF RATE**

<b>S. NO.</b>	<b>ITEM/ DESCRIPTION</b>	<b>UNIT</b>	<b>TENTATIVE QTY.</b>	<b>UNIT RATE (RS.)</b>	<b>AMOUNT (RS.)</b>
1	APRON	NOS	4700		

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**Date:**

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**Signature of Contractor/Party**

*Quoted price shall be inclusive of all i.e. material, Printing Charges, Freight / Packing charges, Delivery charges, local taxes and levies. Agency shall be entirely responsible for payment of all the taxes, duties, octroi, license fee etc. incurred until supply of contracted goods / materials to PCRA / its designated agencies in the States / UTs.*

PRICE BID – Annexure II(b)

**SCHEDULE OF RATE**

<b>S. NO.</b>	<b>ITEM/ DESCRIPTION</b>	<b>UNIT</b>	<b>TENTATIVE QTY.</b>	<b>UNIT RATE (RS.)</b>	<b>AMOUNT (RS.)</b>
2	CAP	NOS	14700		

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**Date:**

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**Signature of Contractor/Party**

*Quoted price shall be inclusive of all i.e. material, Printing Charges, Freight / Packing charges, Delivery charges, local taxes and levies. Agency shall be entirely responsible for payment of all the taxes, duties, octroi, license fee etc. incurred until supply of contracted goods / materials to PCRA / its designated agencies in the States / UTs.*

PRICE BID – Annexure II (c )  
**SCHEDULE OF RATE**

<b>S. NO.</b>	<b>ITEM/ DESCRIPTION</b>	<b>UNIT</b>	<b>TENTATIVE QTY.</b>	<b>UNIT RATE (RS.)</b>	<b>AMOUNT (RS.)</b>
3	T-SHIRT	NOS	4700		

-  
**Date:**

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**Signature of Contractor/Party**

*Quoted price shall be inclusive of all i.e. material, Printing Charges, Freight / Packing charges, Delivery charges, local taxes and levies. Agency shall be entirely responsible for payment of all the taxes, duties, octroi, license fee etc. incurred until supply of contracted goods / materials to PCRA / its designated agencies in the States / UTs.*

**Category -2 : Supply Note Pads & Crayon Sets**

**Specification:**

<b>S. NO.</b>	<b>ITEM</b>	<b>DESCRIPTION</b>
1.	NOTE PAD	As per sample – “PCRA” on cover sheet to be written in English & Hindi language with address. No of pages – 16 (minimum) – ruled Back Cover: Thick paper as per sample Size: 6.5”x8.5”
2.	CRAYON	Box of 12 assorted colours (Length: not less than 86mm; Diameter: not less 8mm) Round crayons Reputed make. PCRA logo has to be printed in the crayon box.* Logo size: minimum ½ inch height

\*While submitting the sample for the tender, it may not be possible to print the PCRA logo on the box of the crayon. We will accept the sample without the logo printed on the box for evaluation purpose only. Party has to certify that in case of an order, the PCRA logo will be printed on the crayon box for the ordered quantity.

PRICE BID – Annexure III (a)

**SCHEDULE OF RATE**

<b>S. NO.</b>	<b>ITEM/ DESCRIPTION</b>	<b>UNIT</b>	<b>TENTATIVE QTY.</b>	<b>UNIT RATE (RS.)</b>	<b>AMOUNT (RS.)</b>
1	NOTE PAD (specification as per Annexure –III)	NOS	10050		

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**Date:**

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**Signature of Contractor/Party**

*Quoted price shall be inclusive of all i.e. material, Printing Charges, Freight / Packing charges, Delivery charges, local taxes and levies. Agency shall be entirely responsible for payment of all the taxes, duties, octroi, license fee etc. incurred until supply of contracted goods / materials to PCRA / its designated agencies in the States / UTs.*

PRICE BID – Annexure III(b)

**SCHEDULE OF RATE**

<b>S. NO.</b>	<b>ITEM/ DESCRIPTION</b>	<b>UNIT</b>	<b>TENTATIVE QTY.</b>	<b>UNIT RATE (RS.)</b>	<b>AMOUNT (RS.)</b>
1	CRAYONS (specification as per Annexure –III)	SET	13600		

**Date:**

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**Signature of Contractor/Party**

CERTIFICATE (if applicable)

We are submitting the Crayon sample without the PCRA logo printed on the cover box but in case of an order, the PCRA logo will be printed on the crayon box for the ordered quantity.

**Date:**

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**Signature of Contractor/Party**

*Quoted price shall be inclusive of all i.e. material, Printing Charges, Freight / Packing charges, Delivery charges, local taxes and levies. Agency shall be entirely responsible for payment of all the taxes, duties, octroi, license fee etc. incurred until supply of contracted goods / materials to PCRA / its designated agencies in the States / UTs.*

**Category -3 : Supply of Key Chains & Trophies**


**Specification::**

<b>S. NO.</b>	<b>ITEM</b>	<b>DESCRIPTION</b>
1	KEY CHAIN	Metallic key chain as per sample. The key chain will be packed in a transparent plastic pouch.
2	TROPHIES	The trophies are to be supplied in set of 3. 3 trophies will be equivalent to one set. WOODEN MEMENTO OUTER SIZE ( 6.5" X 5" ) WITH FRAME (5.25" x 4") PLATED IN METTALIC ( GOLDEN/ SILVER/COPPER ) FINISH. The printing matters to be LASER (ENGRAVING) ETCHED. Printing matter is given below. Each piece will be packed in a soft foam and box. In each box, it will be clearly labeled "GOLD", "SILVER" or "COPPER" according to the what piece is packed in it. Kindly see sample before quoting.

**Printing matter for trophies**

“Energy saved  
is  
Energy produced”

Award of Appreciation



Petroleum Conservation Research Association  
[www.pcra.org](http://www.pcra.org)

PRICE BID – Annexure IV(a)  
**SCHEDULE OF RATE**

<b>S. NO.</b>	<b>ITEM/ DESCRIPTION</b>	<b>UNIT</b>	<b>TENTATIVE QTY.</b>	<b>UNIT RATE (RS.)</b>	<b>AMOUNT (RS.)</b>
1	KEY CHAIN (specification as per Annexure –IV)	NOS	20700		

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**Date:**

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**Signature of Contractor/Party**

*Quoted price shall be inclusive of all i.e. material, Printing Charges, Freight / Packing charges, Delivery charges, local taxes and levies. Agency shall be entirely responsible for payment of all the taxes, duties, octroi, license fee etc. incurred until supply of contracted goods / materials to PCRA / its designated agencies in the States / UTs.*

PRICE BID – Annexure IV(b)

**SCHEDULE OF RATE**

<b>S. NO.</b>	<b>ITEM/ DESCRIPTION</b>	<b>UNIT</b>	<b>TENTATIVE QTY.</b>	<b>UNIT RATE (RS.)</b>	<b>AMOUNT (RS.)</b>
1	TROPHIES* (specification as per Annexure –IV)	Set (3 nos of trophies)	2680		

\*Party has to quote unit rate for 1 Set. 1 Set is equivalent to three trophies (Gold, Silver & Copper)

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**Date:**

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**Signature of Contractor/Party**

*Quoted price shall be inclusive of all i.e. material, Printing Charges, Freight / Packing charges, Delivery charges, local taxes and levies. Agency shall be entirely responsible for payment of all the taxes, duties, octroi, license fee etc. incurred until supply of contracted goods / materials to PCRA / its designated agencies in the States / UTs.*

**SPECIAL TERMS & CONDITIONS :**

1. The agency should strictly adhere to the specifications and designs given by PCRA. PCRA to provide the artwork for the design. Any deviation on the approved specifications and designs of the items would not be acceptable and in the event of deviation, PCRA will reject the supply. The samples of the items can be seen in PCRA Regional offices at Delhi on any working day (Monday to Friday) between 25.09.2008 to 23.10.08 before submitting their offer.
2. **Samples as per specifications shall be submitted by the manufacturers along with the tender. This will be on non-returnable basis. No tender shall be accepted without the samples.**
3. **The samples will be qualified technically on basis of the following criteria:**

**Category -1 : Supply of T-Shirts, Aprons & Caps**

SL NO	PARAMETERS	MARKS
1.	Texture	20
2.	Feel	20
3.	Appearance	15
4.	Finishing	15
5.	Turnover (3 years)	10
6.	Infrastructure	10
7.	Relevant Experience of similar job	10

Minimum qualifying marks will be 60% of the total technical score i.e. 60.

**Category -2 : Supply Note Pads & Crayon Sets**

SL NO	PARAMETERS	MARKS
1.	Material Quality	20
2.	Appearance	10
3.	Turnover (3 years)	10
4.	Relevant Experience of similar job	10

Minimum qualifying marks will be 60% of the total technical score i.e. 30.

**Category -3: Supply of Key Chains & Trophies**

SL NO	PARAMETERS	MARKS
1.	Material Quality	20
2.	Workmanship	20
3.	Appearance	15
4.	Finishing	15
5.	Turnover (3 years)	10
6.	Infrastructure	10
7.	Relevant Experience of similar job	10

Minimum qualifying marks will be 60% of the total technical score i.e. 60.

The samples are developed by PCRA, which are under display at our office. Interested tenderer must visit our office to see the sample before quoting.

**The evaluation will be carried out by a committee. The decision of the committee is final and binding. The price bid of only those tenders will be opened whose samples qualify technically.**

4. The tender will be submitted in two bid system:
  - i. Technical Bid: The technical bid envelope will contain the following:
    - a. Earnest Money Deposit for the relevant category.
    - b. Fill and signed copy of the tender without the prices as an acceptance of the terms & conditions of the tender with all credentials required for the tender.
    - c. Samples in a sealed enveloped duly stamped and signed by the tenderer. Samples if not signed and stamped may not be considered for evaluation.
  - ii. Financial Bid
    - a. Price Bids of each item will be sealed in separate envelope as per format given in Annexure II(a), II(b), II(c), III(a),III(b), IV(a) & IV(b). Tenderer shall mention the category and name of the item in the envelope of each Price Bid. Tenderer in no case shall combine the price bids of more than one items in one envelope.

5. The manufacturers of T-Shirts, Aprons & Caps should have supplied bulk quantities to Central / State / Public Sector Enterprises or any other prestigious organization. Documentary evidence in respect of their supply of T-Shirts, Aprons & Caps indicating the name of organization, quantity and value of the orders should be submitted along with the tender. The manufacturer should furnish details of infrastructure available with them like plant & machinery, manpower, etc.

Similarly, for items mentioned in category –2 & 3, parties shall submit documentary evidence of supplying the same in bulk quantities to Central / State / Public Sector Enterprises or any other prestigious organization.

11. Balance Sheet of the Company at least for the last three years, copies of Income Tax Return, Sales Tax Certificate, Service Tax Certificate(if applicable) are required to be annexed along with the tender.
12. The Tenderer (s) who download the tender documents from PCRA's website:/ <http://www.pcr.org>, have to submit a separate Demand Draft of Rs. 500.00 (Five Hundred) non refundable amount along with the offer in favour of "PETROLEUM CONSERVATION RESEARCH ASSOCIATION" payable at New Delhi as the cost of tender document, failing which the tender will not be considered.
13. The tenderer should have executed the single work of similar nature for a minimum value or more as given in the NIT in the last 3 years, as per details mentioned in the NIT.
14. The bidder shall have to deposit EMD for the categories as mentioned above in the form of Demand Draft payable to 'Petroleum Conservation Research Association, New Delhi along with the tender document.
15. If the tender is accepted, the amount of earnest money will be retained and adjusted as security deposited for the due and faithful fulfillment of the contract. The security deposit shall be 10% of awarded value. The successful tenderer shall deposit initially an amount of 2.5% of the awarded value as security deposit after adjustment of Earnest money and

the balance 7.5% of security deposit shall be recovered by making deduction from the running Bills on account bill of contract. The Earnest Money of the unsuccessful Tenderer(s) will be returned within a reasonable time.

- 16. Time is the essence of the contract. Items should reach the designated places, within 45 days from the date of issue of Order. Failure to supply within the time schedule will empower PCRA to revoke / rescind the contract and levy liquidated damages as may be decided by the Director, PCRA. Delivery would need to be ensured at all States / UTs within 45 days from the date of issue of work Order.**
17. PCRA would provide the names and list of addresses to whom the items have to be dispatched at the time of award of contract / purchase order. The agency would dispatch the items to the places directly as per the addresses provided by PCRA in such a way that consignment reaches within 30 days from the date of issue of Order. The consignees are only our four regional offices at Delhi, Mumbai, Kolkata & Chennai.
18. As soon as the items are ready, PCRA will depute a team for inspection of the same. In other words, delivery / dispatch shall commence only after obtaining written clearance from PCRA as to the specifications.
19. Delivery would need to be ensured in time by utilizing all sources of dispatch road/ rail/air, as the case may be.
20. Price : No extra payment / escalation in price will be permitted on account of any reason i.e. increase in raw material, labour, cost etc.
21. Prices are inclusive of all i.e. Printing Charges, Freight / Packing charges, Delivery charges, local taxes and levies. Agency shall be entirely responsible for payment of all the taxes, duties, octroi, license fee etc. incurred until supply of contracted goods / materials to PCRA / its designated agencies in the States / UTs.
22. Any deviation in the terms and conditions may please be specifically mentioned.

CHIEF REGIONAL CO-ORDINATOR  
PETROLEUM CONSERVATION RESEARCH ASSOCIATION (NR)

Annexure V

GENERAL TERMS AND CONDITIONS OF ORDER

1.	PRICES	The prices are firm unless stated otherwise till delivery of the material and its final acceptance. The prices are inclusive of all local taxes and levies. Suppliers shall be entirely responsible for payment of all the taxes, duties, license fees etc. incurred until supply of contracted goods/ material to PCRA.
2.	PACKING	The material shall be packed strictly as per the specifications of Indian Standard or other relevant standard and all packages will be marked properly with the Work Order No. and dates. The supplier shall provide such packing of the goods/ materials as is required to prevent their damages or deterioration during transit to their final destination. It should be sufficient to withstand rough handling, exposure to extreme temperature, precipitation during transit and open storage.
3.	LIQUIDATED DAMAGES	The timely delivery of material is the essence of the contract. In the event of supplier's failure to deliver the material of acceptable quantity & quality in time, the liquidated damages are payable by the agency @1/2% of the unexecuted order value per week subject to a maximum of 5% of the total order value.
4.	RISK PURCHASE	In the event of supplier's failure to supply the material of acceptable quality as per delivery period, the Company reserves the right to procure the material from any other source at the supplier's cost & risk and the difference in the cost shall be borne by the supplier.
5.	PAYMENT AT REDUCED RATES	If the goods supplied are not according to specifications and are of inferior quality the purchaser may retain at his discretion after negotiations with the supplier for reduction in prices.
6.	BILLING	No advance payment shall be made. The payment shall be released within 30 days on submission of the bill to NR office along with production of registered parcel/courier documents (POD receipt) etc. and on receipt at respective locations.
7.	REJECTION	The rejected material shall be collected by supplier within 15 days of rejection advice failing which PCRA has the right to auction/ dispose of it at the risk and cost of the supplier or to return to supplier on freight to pay basis.
8.	FORCE MAJEURE	<p>In the event of causes of Force Majeure occurring within the agreed delivery terms, the delivery dates can be extended by the Owner on receipt of application from the Vendor without imposition of penalty. Only those causes which depend on natural calamities, civil wars and national strikes which have a duration of more than seven consecutive calendar days, causes like strike/lockout at Vendor's work for more than ten consecutive days and Government Acts such as major power cuts for a consecutive minimum period of 30 days and other direct legislative enforcement are considered the causes of Force Majeure. The decision of Owner shall be final and binding on vendor.</p> <p>The Vendor must advise the Owner by a Registered letter duly certified by local Chamber of Commerce or statutory authorities, the beginning and the end of the cause of delay immediately, but in no case later than 10 days from the beginning and end of such cause of Force Majeure conditions as defined above.</p>
9.	INSURANCE	Insurance is in the scope of the party. The goods supplied under this Work Order shall be fully insured against loss or damage incidental to manufacture, acquisition, transportation, storage and delivery.
10.	ARBITRATION	In the event of any dispute or difference whatsoever arising under the Contract/ Purchase Order the same shall be referred to Arbitration which shall be as per the provisions of the Indian Arbitration Act, 1996.
11.	JURISDICTION	All matters of dispute arising out of this order shall be referred to Courts in Delhi/ New Delhi jurisdiction only.

### Distribution of Items Region wise

The items shall be dispatched to the consignees after due inspection by PCRA as given below:

ITEMS	Eastern Region	Western Region	Southern Region	Northern Region	Total
	(Nos)	(Nos)	(Nos)	(Nos)	(Nos)
NOTE PAD	2400	2400	2400	2850	10050
CRAYON	2100	2100	2100	7300	13600
APRON	1000	1000	1000	1700	4700
CAP	3350	3350	3350	4650	14700
T SHIRT	825	825	825	2225	4700
TROPHIES	670	670	670	670	2680
KEY RING	3850	3850	3850	9150	20700

### List of Consignees

1.	Chief Regional Coordinator (NR) Petroleum Conservation Research Association Sanrakshan Bhawan, 10, Bhikaji Cama Place, New Delhi – 110 066	Phone: 011-26198856 Fax : 011-26109668
2.	Chief Regional Coordinator (ER) 2,Gariahat Road, Dhakuria,6th Floor,IOCL Bhavan, Kolkata -700068	Phone: 033 - 22887250 Fax : 033-28240486
3.	Chief Regional Coordinator (WR) Petroleum Conservation Research Association C-5, Kesava Building, Gr. Floor, Bandra Kurla Complex, Bandra East Mumbai – 400 051	Phone: 022 – 26592587 Fax: 022 – 26590034
4.	Chief Regional Coordinator (SR) Petroleum Conservation Research Association T.M.B. Mansion, 1 <sup>st</sup> Floor 739, Anna Salai, Chennai – 600 002	Phone: 044 – 28524772 Fax: 044 - 28521662